CENTRAL INTELLIGENCE AGENCY Washington, D. C.

Document No. _

NO CHANCE in Class.

15 November 1950

SUBJECT:

Administration

MEMORANDUM FOR: All Assistant Directors DECLASS

DDA Home, 4 Auth: DDA 576. 77/1765 Date:

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1. Enclosed herewith for your information is an organization chart of the Executive's office, which has been made effective today.

2. Preliminary to emendment of Regulation which it is contemplated may include functions other than the Executive's office (such as the new Office of National Estimates), this memorandum is to serve as formal advice of the general duties of the individuals named on the chart. The duties of these officers will be agency-wide and they will exercise the same authority and have the same responsibility as the Executive within the spheres of operation indicated. All personnel within the indicated fields will become their responsibility though at times assigned for duty under other direct commands. Their names, titles, and very brief statements of their duties are as follows:

E. R. Saunders Comptroller Supervision of all CIA financial matters. L. R. Houston General Comsel In charge of all CIA legal and regulatory problems, including legislative liaison. Sheffield Edwards Security Officer Will operate as IASS has heretofore. W. J. Kelly Personnel Director In charge of all personnel problems of the Agency, except those under the "Training" section. W. L. Peel Services Officer In charge of and full responsibility for all "services of common concarn" to the various elements of the Agency, such as telephones, transportation, space requirements, etc.

Matt Baird

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As of 1 Jan 51, this division will be primarily concerned with developing a program of career training. At a later date it will coordinate and supervise all training.

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	Supply Officer	In charge of all procurement any kind for the Agency.
John R. Tistjen	Medical Officer	Will operate as heretofore.
	Assistant to the Executive	Special analysis of management problems for the Executive and others as required.
3. Each of the above officers will eventually consult with each Assidirector (to the extent it appears mutually advisable) to determine ways		
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Director

Deputy Director

General Counsel
Security Officer
Personnel Director
Services Officer
Supply Officer
Medical Officer

Chief, Advisory Council Comptreller

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